

USDA HSPD-12 LincPass Destruction Guide

Prepared for



**United States Department of Agriculture
Office of Homeland Security and Emergency
Coordination
300 7th Street SW, Washington DC 20024**

Version 4.1

March 25, 2011



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Revision Information

Version	Date	Revision Notes
1.0	3/1/2008	Initial Draft
2.0	3/28/2008	Added Physical Destruction Steps
3.0	6/6/2008	Updated screen shots and minor verbiage changes
4.0	8/20/2008	Added cover page, TOC, split out revocation section, re-ordered sections, and updated screen shots.
4.1	10/4/2010	Added screen shots of updated Sponsor screen; updated Helpdesk POC info.
4.2	3/25/2011	Added verbiage in Part I and Part III

INTRODUCTION

Destroying a LincPass requires a two-step process where a revoked LincPass is physically destroyed and then the destruction is recorded in USAccess. Either the Sponsor or the Security Officer can mark the LincPass as destroyed.

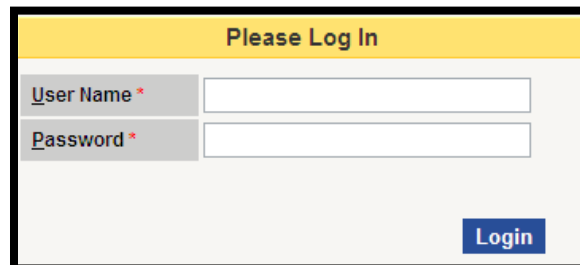
NOTE: The actions detailed in this guide must be performed by an HSPD-12 Sponsor or Security Officer. The Role Holder must meet the following criteria:

- Sponsored in USAccess
- Completed the appropriate training for their role
- Designated by their agency Role Administrator
- Received their USAccess user name and password

PART I: REVOKING THE LINCPASS THROUGH THE SECURITY OFFICER PORTAL

Before destroying the LincPass, be sure that it has been revoked. A card can be revoked by an employment termination, or via a card status change action by the Security Officer. The LincPass will automatically be revoked in USAccess when a Sponsor terminates a cardholder in the authoritative HR system (i.e. EmpowHR, Payroll Personnel), or if an applicant's certificate's within their credential have reached expiration.

Alternatively, the Security Officer can revoke just the LincPass within the USAccess Security Officer portal. This action has no impact to the cardholder's employment status. A Security Officer may revoke the LincPass for a variety of reasons such as a LincPass being lost or stolen, a LincPass being damaged, etc.



The image shows a login form titled "Please Log In" in a yellow header. Below the header, there are two input fields: "User Name *" and "Password *". The "User Name" field has a small icon of a person. The "Password" field has a small icon of a key. Both fields are empty. At the bottom right of the form is a blue button labeled "Login".

Figure 1: USAccess Role Holder Portal Login

Step 1. Log into the USAccess Role Holder portal with your Security Officer USAccess user name and password.

Search by*

☒ Lastname
 ☐ Social Security No.
 2a

Lastname:

~ or ~

Social Security No.:

~ and ~

Birth Date:

[Search](#)
[Reset](#)
[Import Batch](#)
[Duplicates](#)

ID	Last Name	First Name	Birth Date	Social Security	Email	Status	2b
1000001234	Smith	Jane	1/1/1970	xxx-xx-1234	jane.smith@usda.gov	019	CONNIE.ABADIE@USDA.GOV REGISTERED View Advanced

Figure 2: Applicant Search Screen

Step 2a. Search for the Applicant in USAccess

Step 2b. Click on the **View Advanced** button when the record is found.

Card Status: [Document Validation](#)

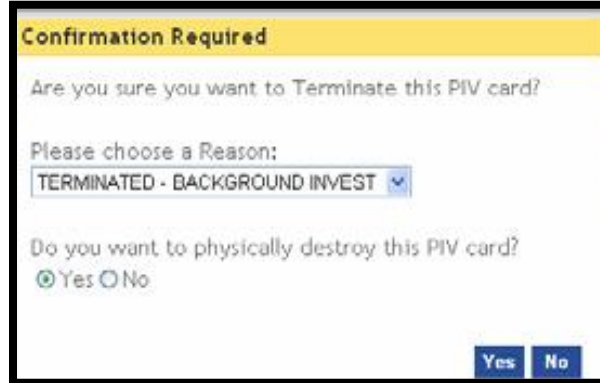
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11/25/1956

PIV Card Serial Nbr	PIV Card Status	Sponsor Agency	Suspend	Reactivate	Terminate	Destroyed
20012345678741	ACTIVATED	DEPARTMENT OF AGRICULTURE	Suspend		Terminate	

Figure 3: Card Status Screen

Step 3. Click on the **Terminate** button to revoke the LincPass.



The screenshot shows a web-based confirmation dialog box titled "Confirmation Required" in a yellow header. The main content area is white and contains the following text and controls:

- A question: "Are you sure you want to Terminate this PIV card?"
- A prompt: "Please choose a Reason:" followed by a dropdown menu showing "TERMINATED - BACKGROUND INVEST".
- A question: "Do you want to physically destroy this PIV card?"
- Two radio buttons: "Yes" (which is selected) and "No".
- At the bottom right, there are two blue buttons labeled "Yes" and "No".

Figure 4: Termination Confirmation

Step 4. Select a reason for card termination and then click the **Yes** button. You will receive a message asking you to confirm that you wish to terminate this card record. You will also be given the option of destroying the card as well. Select Yes for both if you have the card available to destroy. If you do not wish to destroy the card at this time, you can log back into the system and update the record later.

Once revoked, the LincPass must be turned over to the proper role holder. Since both the Sponsor and Security Officer can mark the LincPass as destroyed, it is up to the individual agency to decide who the LincPass should go to. Once delivered to the role holder, the LincPass should be securely stored until destruction. All change of possession actions should be logged by the role holder as well.

Ensuring destruction of the LincPass is the ultimate responsibility of the Security Officer. Security Officers should ensure all terminated cards, whether in possession or not, are destroyed and marked as such.

PART II: PHYSICALLY DESTROYING THE LincPASS

Within 30 days of revoking the LincPass, the Security Officer or Sponsor (as determined by the agency) should physically destroy it using the following guidelines in order to safeguard PII information on the LincPass.

Place the credential card into an industrial shredder.

OR

Cut the credential as shown in the diagram shown

- Cut through the Integrated Circuit Chip (ICC) as shown by (1)
- Cut the remainder through the photo as shown by (2)
- Cut the center section into 3 pieces with emphasis on destruction of the name (3)
- Cut the top section into 3 pieces (4)

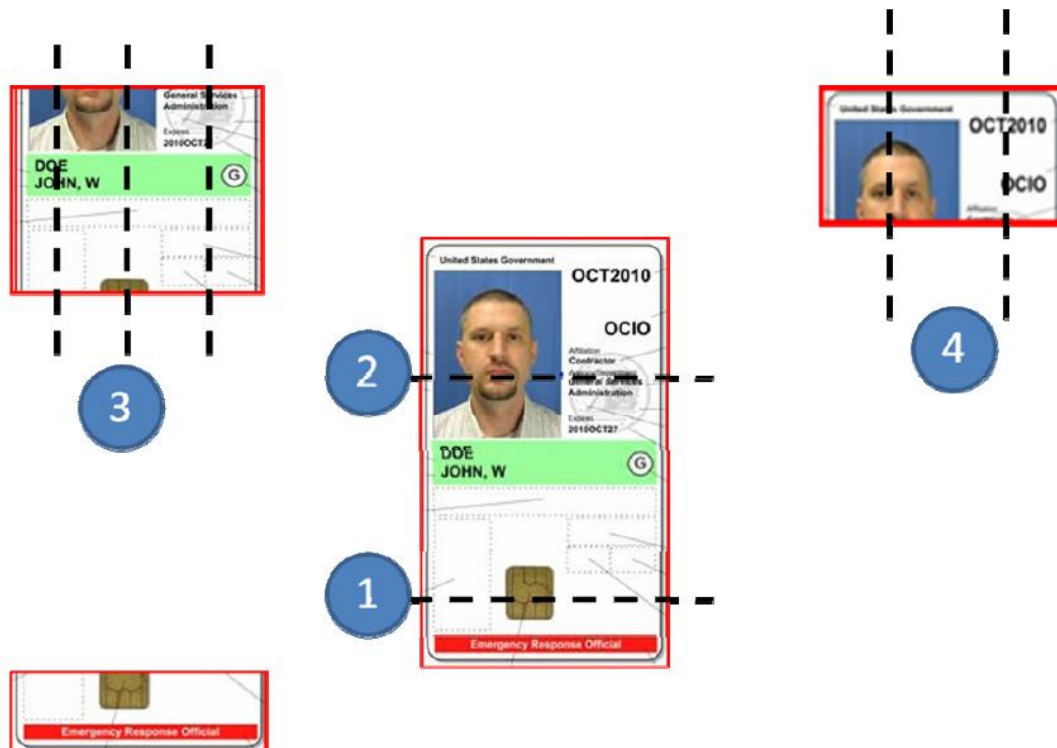


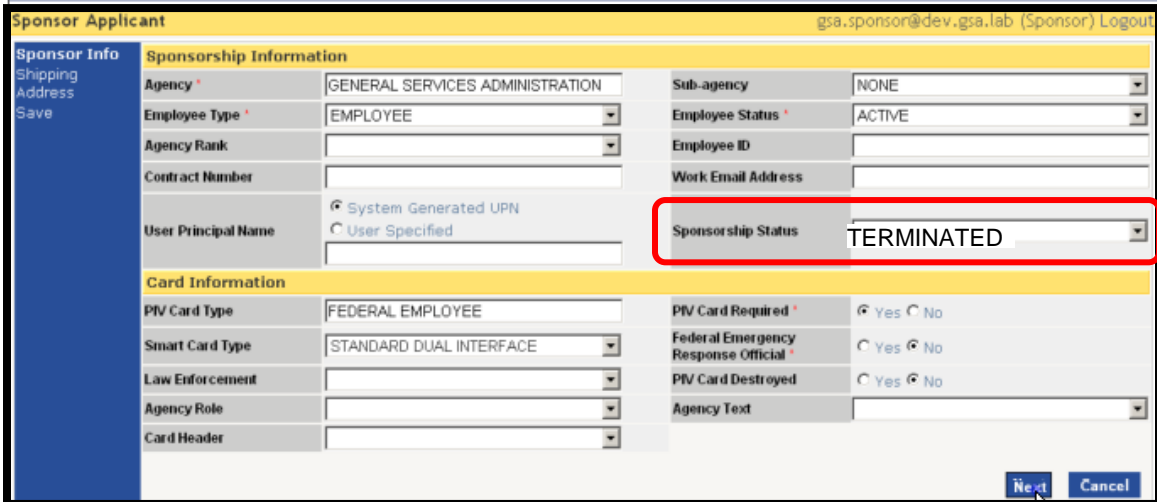
Figure 5: LincPass Destruction Diagram

This process will ensure that the ICC is destroyed, all contactless antennae are destroyed, and PII information is removed from the face of the card. Additionally, the magnetic stripe on the rear shall be severed and the bar code (if printed) shall be removed.

Once physically destroyed, the LincPass should be marked as destroyed in the USAccess by the Sponsor or Security Officer. See Part III for details.

PART III: MARKING LINCPASS DESTROYED IN USAccess

A. Performed by the Sponsor:



Sponsor Applicant gsa.sponsor@dev.gsa.lab (Sponsor) Logout

Sponsor Info
Shipping Address Save

Sponsorship Information

Agency *	GENERAL SERVICES ADMINISTRATION	Sub-agency	NONE
Employee Type *	EMPLOYEE	Employee Status *	ACTIVE
Agency Rank		Employee ID	
Contract Number		Work Email Address	
User Principal Name	<input checked="" type="radio"/> System Generated UPN <input type="radio"/> User Specified	Sponsorship Status	TERMINATED

Card Information

PIV Card Type	FEDERAL EMPLOYEE	PIV Card Required *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Smart Card Type	STANDARD DUAL INTERFACE	Federal Emergency Response Official *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Law Enforcement		PIV Card Destroyed	<input type="radio"/> Yes <input checked="" type="radio"/> No
Agency Role		Agency Text	
Card Header			

Next **Cancel**

Figure 6: Employment Status Verification

Step 1. Check that the “Employment Status” field is set to “Terminated” in the cardholder’s record in USAccess or check the “Employment Status” column in the Applicant Status Report to verify that the HR termination action has replicated to USAccess.



Click the *Finish* button to save the sponsorship record.

☐ Request Card Reissue/Renewal
☐ Request Card Reprint
☐ Resend Credential Delivered Email

Destroy PIV Card

Previous **Finish** **Cancel**

Figure 7: Card Destruction Screen

Step 2a. Click the **Next** button until you get to the last screen of the Applicant record. Optionally you can go to the “Sponsor Utility” page to mark the card as destroyed.

Step 2b. Click on the **Destroy PIV** Card button mark the card as destroyed.

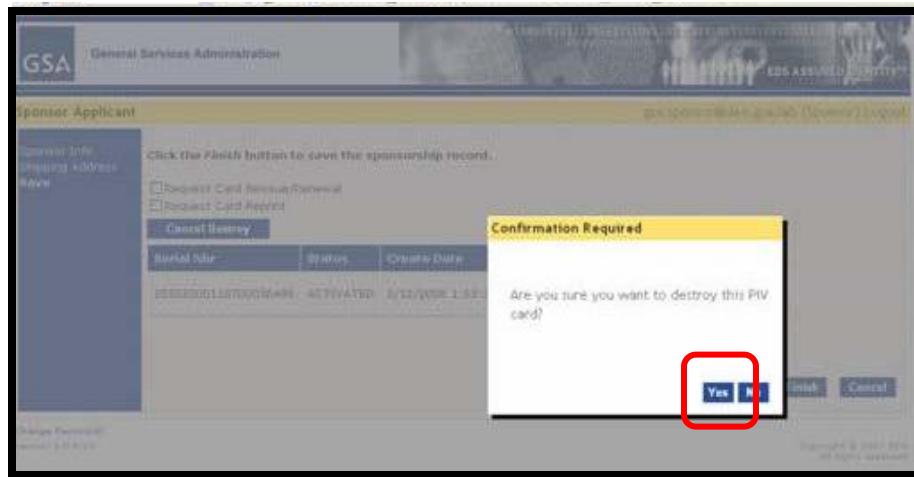


Figure 8: Confirm Marking the LincPass Destroyed

Step 3. You will then be prompted to confirm that you wish to destroy the PIV card. At the prompt, select Yes.

B. Performed by the Security Officer

Step 1. Perform Steps 1 and 2 of Part I to find the Applicant's record.



Figure 9: Destroy Button

Step 2. If the card has already been revoked (via employment status change or card status change), the only button available is the **Destroy** button. If the card has not been revoked, go back to Part I to revoke the card. Click on the **Destroy** button next to the card you wish to destroy.

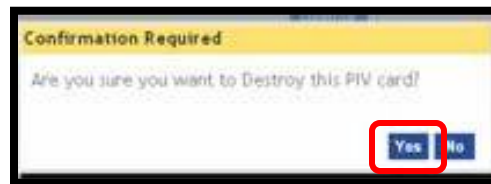


Figure 10: Confirmation Screen

Step 3. A message will appear asking you to confirm that you want to destroy the selected card. Once you click Yes, the system will log that the card has been destroyed. Image 2-5: Destroy PIV card confirmation message.

Step 4. Once you confirm the card and the process is complete, a green check mark will appear in the “Destroyed” column indicating the card is now destroyed.



Figure 11: Final Confirmation

Step 5. Verify this card has been destroyed in the system by using the Card Issuance Report and/or the Applicant Status Report. Information on these reporting tools can be found in the Security Officer Training Guide located in the training section on the USDA HSPD-12 website <http://hspd12.usda.gov/training.html>.

HELP RESOURCES

For help, please visit <http://lincpass.usda.gov> or contact the USAccess Help Desk at 866-493-8391 (or usaccess.helpdesk@hp.com) or the USDA HSPD-12 Help Desk at 888-212-9309 (or USDAHSPD12Help@DM.usda.gov).